

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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In Reply To:

1112 (930.KV) P

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Instruction Memorandum No. MT-2005-015

Expires: 9/30/06

To: State Management Team

From: State Director

Subject: FY 2005 Safety and Health Action Plan

Attachment 1 is the Montana/Dakotas FY 2005 Safety and Health Action Plan which was developed to comply with BLM Manual 1112. The specific, measurable goals address six essential elements, and represent areas which need to be strengthened, or improved, in our overall state Safety and Health Program.

Besides accomplishing the goals contained in the Action Plan, each office should develop their own Action Plan listing specific items that will make their field office Safety Program more successful.

If you have any questions, please contact Karilynn Volk, at 406-896-5190.

Signed by: A. Jerry Meredith, Associate

Authenticated by: Aleta Zahorodny (MT-930)

1 Attachment

1-FY 2005 Safety and Health Action Plan (5 pp)

Distribution w/attm.

Assistant Field Manager, Glasgow Field Station

Assistant Field Manager, Havre Field Station

(MT-922), Don Judice

(WO-740), Sandy Guches, MIB, Room 2044

**Bureau of Land Management - Montana/Dakotas
FY 2005 Safety and Health (S&H) Action Plan**

1. Program Management Tools:

| Action Item Description | Target Due Date | Responsibility | Status or Accomplishments |
|---|--|---|---------------------------|
| Update expired or soon-to-expire policy memos on: Motor Vehicle Authorization Process, Fatigue and Distance Driving, Personal Protective Equipment. | | State Director (SD) DSD-Sup. Svcs. State Safety Specs. | |
| Issue interim MT/Dakota policy on Off Road Vehicle Operation | | DSD-Sup. Svcs. State Safety Specs. | |
| Update MSO COO Plan; hold tabletop exercise w/SOMT; make site visit to relocation sites. | | SD DSD-Sup. Svcs. State Safety Specs. | |
| Develop Field Office Safety and Health Action Plan to address specific goals of FO to improve Safety Program. Send copy to MT-930. | | Field Managers (FM) Collateral Duty Safety Officers (CDSO) | |
| Continue integration of risk assessment and management. Pre-work plans for all medium to extremely high hazard projects require completion of formal risk assessment. | | Managers Supervisors State Safety Specs. CDSOs | |
| Convert 1/3 of existing JHAs into risk management format. | | State Safety Specs. | |
| Identify S&H funding needs in budget process--hazard abatement, supplies, equipment, medical monitoring, training, and travel. | | Managers | |
| Prepare quarterly accident/trend analyses and distribute to SMT and State Safety Management Committee. Use President's SHARE Initiative as a benchmark to measure success of accident prevention efforts (3% reduction lost time and accident frequency rates). | 01/01/2005 04/01/2005 07/01/2005 10/01/2005 | DSD-Sup. Svcs. State Safety Specs. | |

| Action Item Description | Target Due Date | Responsibility | Status or Accomplishments |
|---|-----------------|---|---------------------------|
| Provide ASD with feedback regarding Safety accomplishments and accident statistics during the FY for use in managers' EPPRRs. | 10/15/2005 | Managers State Safety Specs. | |
| Develop plan to reduce number of MV accidents | 04/30/2005 | St. Safety Mgmt. Comm. State Safety Specs. | |

2. Training:

| Action Item Description | Target Due Date | Responsibility | Status or Accomplishments |
|---|-----------------|---|---------------------------|
| Hold safety briefing each month at every office to communicate risk/safety information to employees and volunteers. | | Managers Supervisors State Safety Specs. CDSOs | |
| Develop list of 12 recommended topics and material that could be presented during upcoming year at employee meetings. | | State Safety Specs. | |
| All new supervisory personnel including managers, supervisors, and team and work leaders shall watch the training video, "Safety for Supervisors." Training will be documented in Safety Training database. | | Managers Supervisors CDSOs | |
| Hold training for CDSOs on NFPA 101, Life Safety Code. This training will meet one of CDSO's core competencies. | 04/05-06/2005 | State Safety Specs. CDSOs | |
| Hold 1-day workshop with MT/DAK CDSOs to discuss current issues and discuss new initiatives. | 04/07/2005 | State Safety Specs. CDSO | |
| Conduct annual fire drill at each office. Document in files. | | Managers State Safety Specs. CDSOs | |

| Action Item Description | Target Due Date | Responsibility | Status or Accomplishments |
|--|-----------------|---|---------------------------|
| Conduct new employee orientation training. As a minimum cover employee rights & responsibilities, training, accident reporting, evacuation procedures, COO. Ensure that all Safety training is documented. Resources include: DOI CD-ROM Program, NTC On-line New Employee Orientation Handbook. | | Supervisors State Safety Specs. CDSOs | |
| Provide risk management training to Field Offices on request. | | Managers DSD-Sup. Svcs State Safety Specs. | MiFO scheduled 01/2005. |
| Ensure that all employees receive mandatory and job-specific Safety training. Ensure that all Safety training is documented. | | Managers Supervisors State Safety Specs. CDSOs | |
| One State Safety Spec. to attend Serious Accident Investigation Chief Investigator Course. | 03/15/2005 | DSD-Sup. Svcs. State Safety Spec. | |
| Consider subscribing to online safety training program. Report findings to the State Safety Management Committee. | | State Safety Specs. | |

3. Inspections:

| Action item Description | Target Due Date | Responsibility | Status or Accomplishments |
|---|-----------------|---------------------|---------------------------|
| Inspect all facilities, warehouses, ware yards. Submit reports to WO-740. | | State Safety Specs. | |
| Inspect remote field stations, recreation sites, campgrounds, by-ways, and quarters. Send inspection reports to MT-930. | | FMs CDSOs | |
| Correct deficiencies noted on inspections within 30 days or develop hazard abatement plan that identifies interim protective measures to be implemented. Send response to MT-930. | | Managers | |

4. Safety and Health Promotion:

| Action Item Description | Target Due Date | Responsibility | Status or Accomplishments |
|---|--|---|---------------------------|
| Issue MT/DAK Safety recognition memo. | | DSD-Sup. Svcs. State Safety Specs. | |
| Conduct safety, security, and/or wellness-related activities at each office during DOI Safety week in April. | | Managers. State Safety Specs. CDSOs | |
| Coordinate purchase of Safety promotional materials to reduce cost by having quantity purchase. | | State Safety Specs. CDSOs | |
| Attend Pre- and Post-Season Fire Meetings and Engineering Workshop. | | DSD-Sup Svcs. State Safety Specs. | |
| Ensure that the MT/DAK Safety Homepage is populated with current and pertinent safety information by making quarterly checks. | 01/01/2005 04/01/2005 07/01/2005 10/01/2005 | State Safety Specs. | |

5. Accident Investigation and Reporting:

| Action Item Description | Target Due Date | Responsibility | Status or Accomplishments |
|--|-----------------|---------------------|---------------------------|
| Investigate all accidents and report them into SMIS within 6 days of accident. Send all supplemental documentation to MSO Safety within 14 days. | | Supervisors | |
| Improve timeliness of accident reporting as mandated in the President's SHARE initiative. | | Supervisors | |
| Analyze accident data quarterly to provide SMT trend analyses. | | State Safety Specs. | |

6. Program Evaluation:

| Action Item Description | Target Due Date | Responsibility | Status or Accomplishments |
|--|-----------------|--|---------------------------|
| Conduct CASHE follow-up of Lewistown and Malta Field Offices, including remote facilities. | 05/02-06/2005 | WO-360 (Ken Morin) FMs State HazMat Mgr. Zone HazMat Specs. State Safety Specs. CDSOs | |
| Summarize status of incomplete CASHE findings in report to CASHE contractor. To be rated in “good safety, health, and environmental condition” offices may not have any incomplete high priority CASHE findings. | 07/29/2005 | FMs CDSOs | |
| Validate that FOs are implementing required safety programs. Internal audit will be conducted of Miles City, North Dakota and South Dakota field offices at time of facility inspection. Offices not being audited will complete a self-audit using the PMR checklist. | | FMs State Safety Specs. CDSOs | |